

Proposal Package

CC-BISO005-XX

Proposal Package

Department Of Interior

NPS

Big South Fork NRRRA

Horse Camp and Bear Creek Horse Camp

**Date: _____
(Prospectus Issued)**

**DUE DATE: All applications and any modifications of them
must be received at the following address:**

**Cherrie A. Brice
Concessions Management Specialist
National Park Service
Southeast Regional Office
100 Alabama Street, S.W.
Building 1924, Sixth Floor, Mail Room
Atlanta, GA 30303
404-562-3108 Ext. 654**

**No Later Than: _____
By Close of Business: 4:00 P.M.**

To: Regional Director
 Southeast Region
 100 Alabama Street, SW
 Atlanta, Ga 30303
 Attn: Division of Concessions Management

Dear Regional Director:

The Offeror hereby agrees to provide visitor services and facilities at the Big South Fork National River and Recreation Area (Big South Fork NRRRA) in accordance with the terms and conditions specified in draft Contract No. CC-BISO005-XX, provided in the Prospectus issued by the public notice as listed on www.FedBizOps.gov dated [_____] and to execute the draft contract without substantive modification (except as may be required by NPS pursuant to the terms of the Prospectus).

The Offeror is enclosing the required "PROPOSAL" which, by this reference, is made a part hereof.

The Offeror certifies that the information furnished herewith is true to the best of its knowledge and belief. The Offeror agrees to meet all the minimum requirements of the draft contract, and the Prospectus, and that the Offeror has provided all the mandatory information specified in the Prospectus.

The Offeror certifies in accordance with 43 CFR Part 12 the following:

Any of the individuals or entities seeking participation in this concession contract are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a public transaction by a federal department or agency.

Within the three years preceding submission of the Proposal, none of the individuals or entities seeking participation in this concession contract have been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or for violation of federal or state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification of records, making false statements, or receiving stolen property.

None of the individuals or entities seeking participation in this concession contract are presently indicted for or otherwise criminally or civilly charged by a federal, state or local unit of the government with commission of any of the offenses.

The individuals or entities seeking participation in this concession contract have not had one or more public transactions (Federal, State or local) terminated for cause or default within the three-year period preceding the submission of the Proposal.

The Offeror, by submitting this Proposal hereby agree, if selected for award of the new concession contract:

1. To the minimum requirements of the Prospectus as identified in Part A of this Proposal Package.
2. To execute the final concession contract within thirty working days after it is presented by the NPS.
3. To commence operations under the final concession contract on the effective date of the final concession contract. The effective date of the new concessions contract will be after _____ and no later than _____ as determined by the NPS.
4. To operate under the proposed, NPS approved rates to visitors, as modified by the draft Operating Plan, until such time as amended rates may be approved by the Service.
5. To provide the entity that is to be the Concessioner (if the Offeror is not the Concessioner) under the draft contract with the funding, management and other resources described in our proposal.
6. To the conditions set forth under item 1 of Proposal Terms and Conditions, if the Offeror is not to be the entity that will be the Concessioner under the draft contract.

BY _____

(Type
or Print Name)

(Date)

Original Signature

TITLE _____

ADDRESS _____

CERTIFICATE OF CORPORATE OFFEROR

(Offerors who are not corporations should skip this certificate)

I, _____, certify that I am the _____
of the corporation named as Offeror herein; that _____, who signed
this proposal on behalf of the Offeror, was then _____ of said
corporation; that said proposal was duly signed for and in behalf of the corporation by
authority of its governing body within the scope of its corporate powers.

BY _____
(Type or Print Name) (Date)

Original Signature

TITLE _____

ADDRESS _____

PART A

The minimum requirements for the new concession contract are identified in this Part A of the proposal package. If the offeror, in its proposal letter, does not agree to these minimum requirements, the proposal will be considered non-responsive.

PRINCIPAL SELECTION FACTOR 1. THE RESPONSIVENESS OF THE PROPOSAL TO THE OBJECTIVES, AS DESCRIBED IN THE PROSPECTUS, OF PROTECTING, CONSERVING, AND PRESERVING RESOURCES OF THE PARK AREA.

(I)(We) agree to comply with all terms and conditions in the contract, including compliance with all applicable laws, including, without limitation, environmental protection and conservation laws, under the terms and conditions specified in the Concession Contract.

PRINCIPAL SELECTION FACTOR 2. THE RESPONSIVENESS OF THE PROPOSAL TO THE OBJECTIVES, AS DESCRIBED IN THE PROSPECTUS, OF PROVIDING NECESSARY AND APPROPRIATE VISITOR SERVICES AT REASONABLE RATES.

(I)(We) agree to comply with all the terms and conditions specified in the Concession Contract, including its exhibits.

(I)(We) agree to operate at the currently approved rates during the term of the Concession Contract unless a new rate schedule is approved by the Secretary.

(I)(We) agree to accept the Concession Facilities, and any assigned government personal property “as is” as required by the draft Concession Contract, Section 8(f).

(I)(We) accept without condition the proposed Maintenance Plan included as Exhibit E of the draft Concession Contract.

(I)(We) accept without condition the Operating Plan included as Exhibit A of the draft Concession Contract.

(I)(We) agree to implement an equal opportunity program and comply with the terms of the Equal Opportunity and handicapped access requirements of the draft Concession Contract.

(I)(We) agree to develop and implement an effective health and safety program (Risk Management Program), according to the requirements of the draft Concession Contract for such programs.

(I)(We) agree to meet the public liability and property insurance requirements of

the draft Concession Contract and agree to provide property and liability insurance of at least the types and levels of coverage described in the draft Concession Contract.

PRINCIPAL SELECTION FACTOR 5. THE AMOUNT OF THE PROPOSED MINIMUM FRANCHISE FEE, IF ANY, AND/OR OTHER FORMS OF FINANCIAL CONSIDERATION TO THE DIRECTOR.

(I)(We) agree to the minimum franchise fee of 2.5% of annual gross receipts, and agree to pay any higher franchise fee offered in our proposal that may be accepted by the NPS.

PART B

Offerors must agree, in their proposal letter, to the minimum requirements identified in Part A of this proposal package, and must provide the information required by the following Part B subfactors to be considered responsive.

PRINCIPAL SELECTION FACTORS

PRINCIPAL SELECTION FACTOR 1. THE RESPONSIVENESS OF THE PROPOSAL TO THE OBJECTIVES, AS DESCRIBED IN THE PROSPECTUS, OF PROTECTING, CONSERVING, AND PRESERVING RESOURCES OF THE PARK AREA. (0-5 Points)

Note to Offeror(s):

This selection factor is concerned with objectives that relate specifically to the protection of the particular resources of the park area. Environmental objectives for improvement of the natural environment in general (waste reduction, fuel efficiency, recycling, etc.) are addressed under secondary selection factor 1. Please avoid overlap between your response to secondary selection factor 1.

The NPS objectives for protecting, conserving, and preserving the resources at Big South Fork National River Recreation Area are as follows:

- 1. To preserve the natural environment of the park area.*
- 2. To preserve the wildlife of the park area.*
- 3. To preserve and protect the cultural resources of the park area.*
- 4. To promote environmental stewardship.*

Please address the following subfactors listed below:

Subfactor 1a. Resource Protection. The Concessioner has an opportunity to educate customers on a number of resource protection issues that are important to the Park. Please describe your outreach efforts to customers regarding the following topics:

- Proper trail use and staying on authorized trails only, rather than using or creating unauthorized trails;
- Ways to protect endangered fresh water mussel species found in the Park so that they are not crushed when horses are crossing the river; and
- Leave No Trace techniques to minimize overall impacts to the Park.

Subfactor 1b. Wildlife Interaction. The Park works to minimize animal-human interactions, including minimizing having animals attracted to solid waste collection and storage areas. Animals that could potentially interact with humans and their trash include but are not limited to black bears, raccoons, possums, squirrels, and mice. Please describe the measures you will take and the equipment you will use to prevent wild animals from interacting with humans and solid waste in assigned areas.

PRINCIPAL SELECTION FACTOR 2. THE RESPONSIVENESS OF THE PROPOSAL TO THE OBJECTIVES, AS DESCRIBED IN THE PROSPECTUS, OF PROVIDING NECESSARY AND APPROPRIATE VISITOR SERVICES AT REASONABLE RATES. (0-5 Points)

The NPS has outlined its desired operating and maintenance requirements in the Operating and Maintenance Plans. The NPS objectives for these necessary and appropriate visitor services at reasonable rates are as follows:

1. To provide visitors a quality horseback riding and camping experience, and an appreciation of the resource values of the park area.
2. To provide quality visitor services in a safe manner.
3. To ensure that visitors service rates are reasonable.

Subfactor 2a. Quality Visitor Experience

The NPS is committed to providing visitors unique, informative and educational experiences. The safety of the visitors and the quality guest service and visitor satisfaction are extremely important.

There have been occasions when horseback riders have been startled by black bears or other wild animals on the trails, or a horse throw or injure a rider. In some cases, horseback riders have needed to provide emergency first aid or summon help for injured visitors. Some riders or campers are unfamiliar with the trails, or what to do when encountering a trail ride and have the potential to spook or startled resulting in injury to the riders.

Please describe in detail, how you will meet the objectives stated above for quality visitor experience and safety. Include how you would handle the situations described above or the actions you would direct your employee to take while maintaining the safety of the participants on the trail ride.

Note: To assist in the evaluation of proposals under this selection factor, please provide the following information, however, the NPS will not evaluate this information for selection purposes, but will use it to assess responses to other parts of this Prospectus.

- Describe the strategy plan that would help ensure the success of your overall operation.
- Describe, which, if any, the authorized services identified in Section 3(a)(2) of the Draft Contract you intend to provide.

PRINCIPAL SELECTION FACTOR 3. THE EXPERIENCE AND RELATED BACKGROUND OF THE OFFEROR, INCLUDING THE PAST PERFORMANCE AND EXPERTISE OF THE OFFEROR IN PROVIDING THE SAME OR SIMILAR VISITOR SERVICES AS THOSE TO BE PROVIDED UNDER THE CONCESSION CONTRACT.

*Note: To assist in the evaluation of proposals under this and other selection factors; please provide the following information regarding your organizational structure. The National Park Service will not evaluate this information for selection purposes, but will use it to assess responses to the various selection factors. **THE SUBMISSION OF THIS INFORMATION IS REQUIRED***

Offeror's Organizational Structure.

Describe the entity with which the Service will contract. Clearly define the Offeror's relationship to all superior and/or subordinate entities, management employees of the business entity that will hold the contract with the Service. If this entity is a public corporation with a Board of Directors, provide information about the makeup and selection of the Board. Identify a majority shareholder or shareholder with controlling interest, if either exists.

Using the Business Organization and Credit Information form located in the Proposal Package, identify the Offeror and each business organization, operator, and any parties involved in the management of the proposed concession operation. Use the form appropriate for your organization (Partnership, Sole Proprietorship, or Corporation/LLC) and include all information necessary to make the relationships among parties clear. When completed, the Business Organization and Credit Information form should convey the following information:

1. Identify the Offeror formally.
2. Explain the legal form and foral structure of the Offeror.
3. Identify and describe the owners of the Offeror, including, without limitation, all levels of parent organizations.
4. Identify all related, subordinate, or superior business organizations and any other organizations, contractors, or subcontractors that will have a significant role in managing, directing, operating, or otherwise carrying out the services to be provided by the Offeror.
5. How long has the Offeror existed as a legal entity.

Subfactor 3a. Offeror's Experience.

Describe the Offeror's background and previous experience in the operation and management of public riding stables, trail rides, and campsites by providing the following information:

- Facility type and location
- Type of service (for example trail rides, campsites)
- Annual number of clients service
- Facility location and seasonality
- Any special operating conditions (limited utilities, environmental concerns, limited space)
- Length of time operating these types of businesses

Subfactor 3b. Human Resources

Provide organizational charts for overall management to include packing operations. Include key management positions, from on-site managers to owner(s).

- Include title(s) of the position(s) at each of the two stable facilities.
- Describe the qualification(s) of the person(s) you would employ. Include relevant experience, minimum qualifications, certification (if applicable), and education
- Identify role of all identified positions; duties, number of people supervised, estimated hours pr week performing role.
- Identify decision making authority of on-site managers.
- Identify the person with whom the NPS will deal with regarding day-to-day operations and issues.

BUSINESS ORGANIZATION IDENTIFICATION FORM

Complete this form for your primary business organization, and each related, subordinate and superior business organization, or any other organization, business organization, contractor or subcontractor identified under Items 1 through 4 stated above.

A. Name: _____

B. Present Address: _____

C. Contact Person: _____

D. Present Telephone: _____

E. FAX Number: _____

E-Mail Address: _____

F. Contact Person _____

G. Title _____

H. Tax ID# _____

I. Form of business: Corporation ____ Partnership ____ Individual ____
Other ____

(Sole Proprietor) (Explain)

J. Describe the expected role of each in providing this concession service: (parent, subsidiary, sub-contractor)

K. Ownership:

Names and Addresses of Owners (Corp: Show Controlling Interest; Close Corp: Show All)	Number and Type of Shares or Percentage of Ownership	Total Current Value of Investment
TOTAL OF ALL OWNERS		

TOTAL SHARES OUTSTANDING		
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K. If a corporation, list the names, addresses, and titles of corporate officers and the names and affiliations of the members of the Board of Directors:

Name	Address	Title

State of Incorporation: _____

L. The following attachments must be provided as applicable for each subject of the form:

1. For Offerors and Concessioners who are corporations:

- Articles of Incorporation
- Bylaws
- Certificate from the state of incorporation indicating that the corporation is in "good standing."

2. For Offerors and Concessioners who are partnerships:

- Partnership agreements or joint venture agreements.

3. If the entity that is to be the Concessioner is not formally in existence at the time of submission of the proposal, demonstrate that the individual(s) or organization(s) that intend to establish the entity that will become the Concessioner have the ability and are legally obliged to cause the entity to be a qualified person as defined in 36 CFR §51.3.

**PRINCIPAL FACTOR 4. THE FINANCIAL CAPABILITY OF THE OFFEROR
TO CARRY OUT ITS PROPOSAL.**

Scoring: 0-5

Note to Offeror: *In the event that you are not the legal entity that is to be the Concessioner under the concession contract, explain your relationship with the proposed Concessioner and provide the information described below with respect to both you and the proposed Concessioner as applicable.*

Section 1. The Availability of Funds to Operate the Concession.

Subfactor 4a. List in the table below the property, by item or groups of items (such as supplies, office equipment, etc.) with monetary value over \$500 that you will be using for this operation.

Personal Property Items	Quantity	Total Value	Currently Own? (yes/no)

Subfactor 4b. Estimate the amount of money that you will need to begin operating the business. Only provide estimates for those items that you need to acquire in order to begin operating. Do not include items that you already own. For cash, estimate the amount of cash that you will need to have available (after purchasing equipment; supplies; and “other”) in order to begin operating the business. Use the form below to provide your estimates.

Equipment
\$ _____

Supplies
\$ _____

Cash
\$ _____

Other (Describe on separate page)

\$ _____

TOTAL FUNDS NEEDED

\$ _____

Subfactor 4c. State the source of the needed funds estimated above.

Subfactor 4d. Document your ability to obtain these funds (or that you already have them). The documentation must be sufficient to convincingly demonstrate to NPS that the funds are available to you. For example, provide bank statements that demonstrate that you have the funds in hand, or, provide an appraisal of any of your assets that will be sold to obtain the funds, or, if you intend to borrow all or part of the funds, provide a commitment letter from the source of the borrowed funds. If you intend to borrow the funds, explain in detail the financial arrangements of the loan.

Section 2. Current Financial Position of the Offeror

Subfactor 4e. Provide copies of your financial statements for the two most recent fiscal years. If financial statements have been audited, include the related audit report, notes to the financial statements and similar explanatory material. At a minimum, the financial statements should consist of both an income statement and a balance sheet for each year. For sole proprietors, the financial statement will be a personal financial statement and should include both an income statement and a balance sheet. An income statement lists all of your income and expenses for your most recent fiscal year. A balance sheet lists everything that you own and everything that you owe as of the last day of the fiscal year.

Subfactor 4f. Credit Information

- 1) List any Foreclosures, Bankruptcies, Transfer in Lieu of Foreclosure and/or Work-Out/Loan Modification Transactions during the *past 10 years*. (If none, so indicate.) Include the name of the property, the city and state, the property type, the approximate loan amount, the lender, and the year of the event. Include an explanation of circumstances, including resolution, bankruptcy plan, and/or other documentation as appropriate.
- 2) Describe any pending litigation or current lawsuits that will materially impact your financial position if adversely resolved.
- 3) Provide a current credit report for the entity submitting the proposal.

Section 3. Demonstrate the financial feasibility of your proposed operation.

Subfactor 4g. Estimate the amount of income and expenses for the proposed operation. Provide this estimate by completing the prospective income statement on the following page. The prospective income statement is a form to use to estimate the income and expenses for the proposed operation. Blank lines are included on the prospective income statement if you need to provide estimates for expense categories that are not listed. (Describe the categories on the blank lines.) Only revenues and expenses related to the services authorized by the contract (inside the park) are to be included in your prospective income statement, not other services outside the park.

Explain the assumptions that you used in developing your estimates. More detail is preferred over less. At a minimum, provide:

Revenue

- The estimated revenue per campsite. (If the estimated revenue is not the total of client rates for the estimated number of clients, explain the reason for the difference and how you calculated it.)

Expenses

- Provide the basis for estimating your expenses (such as your past expenses or quotes provided to you)

PROSPECTIVE INCOME STATEMENT FORMAT

Annually for Term of Contract

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Gross Receipts	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Salaries & Wages	_____	_____	_____	_____	_____
Payroll Taxes & Benefits	_____	_____	_____	_____	_____
Operating Supplies	_____	_____	_____	_____	_____
Office Expenses	_____	_____	_____	_____	_____
Depreciation & Amortization	_____	_____	_____	_____	_____
Repair & Maintenance	_____	_____	_____	_____	_____
Insurance	_____	_____	_____	_____	_____
Advertising	_____	_____	_____	_____	_____
Interest	_____	_____	_____	_____	_____
Legal & Accounting	_____	_____	_____	_____	_____
Car & Truck Expenses	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
NPS Franchise Fees	_____	_____	_____	_____	_____
Total Expenses	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Net Income	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

TOTAL FUNDS NEEDED \$ _____

**PRINCIPAL SELECTION FACTOR 5. FRANCHISE FEE AND OTHER FORMS
OF FINANCIAL CONSIDERATION TO THE DIRECTOR (0-4 Points)**

The offer of a higher minimum franchise fee than the minimum franchise fee stated in the prospectus is generally beneficial to the NPS and, accordingly, may result in a higher score under this selection factor. However, consideration of revenue to the United States will be subordinate to the objectives of protecting, conserving, and preserving resources of the park area and of providing necessary and appropriate visitor services to the public at reasonable rates.

The minimum franchise fee acceptable to the NPS is 2.5 % of annual gross receipts.

Subfactor 5(a). State the minimum franchise fee that you propose. (Such fee must at least equal the minimum franchise fee set forth above.) Express this fee as a percentage of annual gross receipts.

_____Percent of annual gross receipts
